

Once Upon A Time Nursery  
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## Arrivals and Departures Policy

Wales: NMS
5.1, 6.11, 24.5

At **Once Upon a Time Nursery** we give a warm welcome to every child and family on their arrival and departure as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

Parents are requested to pass the care of their child to a specific member of staff who will ensure their safety (this is usually a child's key worker). The staff member receiving the child immediately records their arrival on our app.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated adult. Photo identification or a password are also required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

The child's key worker or other nominated staff member must plan the departure of the child. Information about the child's day will have been sent via the app, e.g. meals, sleep time, activities, interests, progress and friendships and they will plan for an opportunity to update the parent on any other relevant information. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent on the app. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival or through the app. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

### **Adults arriving under the influence of alcohol or drugs**

The nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. If it is felt necessary for the safety of the child the police will be contacted. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unfit to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The nursery reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

### **Arrivals and departures of visitors**

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitor's policy for further information.

### **Staff, Students and Volunteers**

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building including on breaks and lunchtimes